

California Housing Finance Agency Job Opportunity

Student Assistant – Loan Servicing

Salary Range	\$7.86 – 10.47 depending on units earned and/or prior State service.
Final File Date	September 6, 2006
Division	Loan Servicing Division
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Temporary & Part-time
Number of Positions	One
Questions?	Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Those who are continuously enrolled in a college or university program.
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available on the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #102 on your application.
Duties	<p>Under the supervision of the Housing Finance Officer, the Student Assistant performs the following duties:</p> <p><u>Essential Functions:</u></p> <p>75% File insurance declaration sheets, verification of mortgage forms, correspondence, loan documents and payoff demand statements in loan files.</p> <p>10% Identify correspondence, loan documents and payoff demand statements in loan files.</p> <p>10% Box up files to be sent to archives.</p> <p><u>Marginal Functions:</u></p> <p>5% Other duties as required.</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>
8/22/2006	